



Town of Townsend

Town Manager's Report

For the February 1st, 2023, Town Council Meeting

January 27, 2023

Dear Mayor and Council,

The followings are items of significance to serve as the basis for discussion at Council meeting and to inform Town Council of the activities of the Town administration. This is not a comprehensive list of activities over the last month. However, it is intended to provide a briefing on activities.

Covid-19 Concerns/Actions

Regarding Covid cases in the 19734-zip code, as of, December 12th, there are no updates to the state website regarding the average percent of new positive or the 7-day average of new positive cases. In the state of Delaware, as of 12/25, the 7-day average of new positive tests is 12.7%.

Regarding vaccinations: Delaware Public Health is reporting in the 19734- zip code, 80.3% of the total population in the 19734 Zip Code is vaccinated with at least 1 dose.

Vaccination information and sites can be found at: www.de.gov/getmyvaccine .

On March 1st, Governor Carney lifted the Covid-19 state of Emergency and signed a narrow Public Health Emergency order, the Public Health Emergency Order was formally extended on 1/6/23.

Office

Town Hall remains open; masks and appointments continue to be highly encouraged. Social distancing remains in effect.

Surface Water Matching Planning Grant.

TE Van-Otoo will have an update on the Televising in Townsend Station during this meeting, please see his report. Field work will continue over the next couple of weeks. As previously discussed and approved, the Town received a second grant for this project in the amount of \$24,900, which assisted in decreasing the Towns match for this project.

DeIDOT

DeIDOT is working on a bicycle/ pedestrian improvement study for the towns of Townsend and Odessa. A public workshop was held on January 4th at 5 pm at Town Hall and a survey regarding bicycle/ pedestrian improvement is available to contribute to on the Town website.

We have submitted a TAP grant application in October to address the following concerns:

1. Sidewalk improvements to existing
2. Land acquisition to extend walkability to and from the Town Park
3. Additional sidewalks/ walking paths throughout Town to increase walkability

I have received correspondence that DelDOT was pleased with our application and is willing to work with us on these efforts. This was discussed during the Town Council meeting on 12/7/22 and Council agreed to match up to \$60,000. A discussion will be had to determine where the match will come from at the February Council meeting. I am currently awaiting a conversation with DelDOT to discuss the project priorities and amount awarded.

Human Resources

As previously mentioned, I will be posting a job announcement to hire an additional part time Administrative Assistant.

Police Department

Chief Longo has begun patrolling the Town beginning 5/23/22. We are continuing to work on getting everything installed and set up for the Police Department. The PD Facebook page- Townsend Police Department- Delaware has been established and residents have begun following. Townsend PD has participated in many Town events.

Public Works

As previously discussed, there is some asphalt settlement at one corner of the inlet casting near 1035 W. Founds which has come to our attention. The Town Inspector has reviewed the area and determined that the settlement is small and there is no indication of deterioration. The settlement should be addressed eventually but is not currently an area of concern. We are continuing to monitor this area and will update accordingly.

The following stop signs have been replaced:

- Edgar Rd. and Caldwell Corner Rd.
- Andy St. and Wiggins Mill Rd.
- Ginn St. and Karins Blvd.
- South St. and Collins Ct.

We have also replaced the missing 25 mph and children at play sign along Wiggins Mill frontage Rd.

The following street signs have been replaced after being knocked over:

- Marilyn Ct.
- Edgar Rd.

We have received the formal report with suggestions from the Deputy Fire Chief regarding areas of concern for fire trucks to get through and areas that may need to eliminate parking. It is currently being reviewed. We have begun working on the yellow painting of the curbs along Wiggins Mill Frontage Rd. the following efforts will be made on Wiggins Mill Frontage Rd.:

- On the northern entrance to Wiggins Mill frontage, the outer radius has been painted, to prohibit parking along the frontage of the homes and on the inner radius from the stop sign to 30 feet west, behind the stop sign.
- On the southern entrance to Wiggins Mill frontage, we will be painting the inner radius has been painted, to prohibit parking along the opposite side of the houses and on the outer radius from the stop sign, 30 feet west, behind the stop sign.
- Letters have been sent to property owners on this street to advise them of the change to parking in the area.

We will continue reviewing areas of concern once the formal report is reviewed and considered.

Public Works has continued to paint the curbs near fire hydrants.

The Public Works department with the assistance of Middletown Public Works removed the Town Holiday Decorations.

Public Works Building/ Pole Barn

At a previous Town Council meeting, Council approved utilizing ARPA funds for Professional Engineering Design Services for Townsend Pole Barn Building in the amount of \$53,900. The original intent was to utilize the consolidated parcels at 661 South Street to build a pole building for the Town Public Works department. A site plan had been drafted and the additional building would lead to a tight fit with the current police department and would leave little room to expand the police department in the future at that site. I had requested additional time from Town Council to review the additional Town owned parcel and to review prospective additional parcels throughout Town. I am currently in the process of reviewing and awaiting information from property owners and will follow up with a recommendation on location as soon as possible. As more information becomes available, I will share the information.

Solar Speed Limit Signs

As previously approved, the Town has received the CTF agreement to proceed with the solar speed limit signs. The Town has ordered eight signs from Radarsign to be funded by the CTF grant from Representative Spiegelman. The agreement has been approved for signs in the following locations:

- i. Northbound on Brook Ramble Lane in the Townsend Station Development
- ii. Northbound on Edgar Rd. in the Townsend Village Development
- iii. Southbound on South St. in the Townsend Village II Development
- iv. Northbound on South St. in the Townsend Village II Development
- v. Westbound on Main Street- near the Fire Department traveling into the heart of Town- Townsend Elementary School is right near this location and the Town has a priority for walkability and their placement would encourage safe travels to school, in accordance with the Town Comp Plan and WILMAPCO Walkability Study.
- vi. East Bound on Main Street- near the Kaitlyn entrance to TVI traveling into the heart of Town.
- vii. Southbound on Wiggins Mill Rd- traveling towards the heart of Town
- viii. Northbound on Commerce St- traveling into the heart of Town.

The signs will take a few weeks to come in and once they come in and the weather is holding up, they will be installed. Please note that they can take up to 11 weeks to arrive, per the vendor.

Website

The Town website has been updated with functionality to add an event to your calendar. Simply select the event of interest and choose to add to your calendar of choice. Additionally, a function has been added to allow those interested to subscribe to meetings and receive weekly newsletters for meetings and events. Website updates are in progress on the back end of the website.

Annexation/Development

I continue to work on the annexation of properties into Town. I have been notified that New Castle County voted to proceed with the authorization of annexation of Parcel # 14-016.00-047, 6170 Summit Bridge Road. We will continue to prepare this annexation for PLUS and a Town Council vote.

I continue to be contacted by those interested in annexing into Town. Additional annexation requests that have been approved by Town Council for pursuit of annexation are awaiting approvals from various utilities.

Additionally, as discussed at the last few Town Council Meetings, The Planning Commission has made recommendations for parcels to add to the Future Land Use & Growth & Annexation Areas Map, they will continue to determine the future land use type recommendations for these parcels at their February 9th, 2023, meeting to finalize the map and bring it back to PLUS for the amendment.

American Rescue Plan

Regarding the American Rescue Plan, we have already authorized the expense of engineering for the Pole Barn, Bonuses, and for the following items for the Townsend Police Department- new vehicles, inspections, and the lettering of the vehicles; contingent on the vehicle inspections; new Police radios, and mobile police vehicle recording systems. We will continue to discuss ARPA at the coming meetings.

Here is the current ARPA breakdown:

Total ARPA Awarded= \$790,706.25

Townsend General-

- Barnes & Thornburg Legal Services for ARPA= \$3,082.76
- Bonuses= \$13,000
- Total General= \$16,082.76

Townsend Public Works

- Professional Engineering Design Services for Townsend Pole Barn Building- \$53,900
- Total PW= \$53,900

Townsend Police Department-

- New vehicles, inspections and the lettering of the vehicles; contingent on the vehicle inspections- Not to exceed \$27,000
- New Police radios- \$23,365.84
- Mobile police vehicle recording systems- \$34,560.00
- Bonuses= \$1,500
- TOTAL PD= \$86,425.84

Overall Total Obligated= \$156,408.60

Total Remainder= \$634,297.65

******* Please remember that some funds will be utilized for the pole barn and that cost currently remains unknown.**

***** Previous discussions have been had to consider utilizing ARPA funds to match grant opportunities that the Town has received, conversations will be had at the 2/1/22 Council meeting to discuss.**

Town Events

The SAT Practice Exam will be held at Town Hall on February 17th. Registration is required by contacting Town Hall.

The Town Fair and Parade are being planned for June 3rd, 2023. Please visit the Town website vendor and parade participant forms. Please encourage those you know to march in our parade and become a fair vendor.

Grants

As previously mentioned, we have been working on numerous grant applications and we are currently awaiting notifications of award or denial. The grants include:

1. DE Nature Society & Delmarva Power Sustainable Communities Grant- to address resiliency related to solar installation. We have graciously received this grant in the amount of **\$3,975** to assist with the solar panel repair at Town Hall.
2. A second DNREC Surface Water Matching Planning Grant Application has been received in the amount of **\$24,900** for additional grant funding to the Townsend Stormwater Management Study. This application will provide additional grant funding to hopefully lower the Town grant match amount. This has been approved and granted.
3. DNREC ORPT grant match in the amount of **\$37,600** for an irrigation system for the Town Municipal Park's Multipurpose and Baseball fields has been awarded to the Town. Town Council and Staff will need to discuss obligating a match for this project and will discuss at the 2/1/23 TC Meeting.
4. The DeIDOT TAP Grant application has been submitted to address sidewalks throughout the Town, a land acquisition for the Town Park to allow for an extension of the park trail, and upgrades to the Town's drainage system. I have received correspondence that DeIDOT was pleased with our application and is willing to work with us on these efforts. This was discussed during the Town Council meeting on 12/7/22 and Council agreed to match up to \$60,000. A discussion will be had to determine where the match will come from at the 2/1/23 TC Meeting. I am also awaiting a conversation with DeIDOT to discuss the project priorities and amount awarded.

Administrative Matters * As of 1/27/23**

January Licenses Issued: Contractors Licenses Issued: 10
Business Licenses Issued: 7
Rental Licenses Issued: 14

January Permits: 11 permits issued.

9 permits closed and issued a final approval letter.
2 permits closed and issued a Certificate of Occupancy
16 Inspections Completed

January Violations Issued: 2 violation notices issued.

Should you have any questions or concerns regarding the details of this report or other Town matters, please contact me directly at Town Hall 302-378-8082 or via email at atantillo@townsend.delaware.gov.

Sincerely,

Antonina Tantillo

Antonina Tantillo, MPA
Town Manager, Town of Townsend